

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT AMENDED
VACANCY ANNOUNCEMENT AMENDED TO CORRECT AREA OF CONSIDERATION

CHILD AND FAMILY SERVICES AGENCY
OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-03-118

POSITION: Executive Assistant, DS-301-13

OPENING DATE: 07-08-03

CLOSING DATE: 07-21-03

IF "OPEN UNTIL
FILLED," FIRST
SCREENING DATE: _____

SALARY RANGE: \$54,246 - \$69,906 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UMLIMITED

PROMOTION POTENTIAL: NONE

NO. OF VACANCIES: One (1)

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OPDD, ODDCP

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary
(Up to 1 year, Not-to-Exceed _____)

☒ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for the overall administrative management of matters related to planning, development, and evaluation of Child and Family Services Agency programs for the Office of the Deputy Director for Clinical Practice. Assists the Deputy Director for Clinical Practice by conducting program evaluations, policy studies, special projects, and analytic studies dealing with complex and often controversial and/or sensitive issues associated with CFSA services and programs. Coordinates data from the Deputy Director for Clinical Practice regarding the degree of effectiveness with which program services are meeting program objectives. Assists the Deputy Director for Clinical Practice with responsibilities related to Operation's role with regard to various staff task forces and committee groups. Prepares written reports and agendas for meetings. Distributes information to task force members and acts as liaison. Prepares correspondence and reports for the Deputy Director for Clinical Practice and make travel arrangements. Composes and releases correspondence on own initiative on clinical and program related child welfare and neglect issues as appropriate. Assist in conducting research on policies and practices affecting services provided to CFSA client population; and disseminates information to appropriate CFSA representatives. Attends and reports on meetings in the absence of the Deputy Director for Clinical Practice as directed. Conveys CFSA's position on Program issues consistent with those of the Deputy Director for Clinical Practice. Directs the work of administrative support staff, making assignments and providing guidance on work assignments. Oversees and coordinates the maintenance of office equipment, office supplies, and the filing system. Responds to requests for appointments with the Deputy Director for Clinical Practice staff, federal, and local government officials, and other persons interested in Program issues affecting child welfare in the District of Columbia.

QUALIFICATION REQUIREMENTS: One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the functions of child welfare and neglect services, policies, programs, and procedures;
2. Knowledge of computer programs (e.g. Microsoft windows, MS word and database management);
3. Skill and experience to effectively respond to officials regarding confidential and sensitive issues; and
4. Excellent oral and written communication skills necessary to present information or justify recommendations and conclusions.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of The Deputy Director for Human Resources 400 6 th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5 th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>TELEPHONE:</u>	
<u>FAX TO:</u>	(202) 727-5750		(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
